Lassen Community College

2025 Annual Security Report

Issued October 1, 2026

Crime & Fire Statistics 2023-2025

2025 Annual Security Report

Issued October 1, 2026

Crime & Fire Statistics 2023-2025

Annual Student Housing Fire Safety & Prevention Report

Disclosure of Campus Safety and Security Policies

Welcome to Lassen Community College.
We hope your time spent here will be rewarding and safe. Lassen Community College is committed to the safety and well-being of our students, faculty, staff, and community visitors. Although Lassen Community College enjoys an idyllic setting and very low crime rate, no community will ever be totally free of risk. Members of the college community, students, faculty, and staff share the responsibility of maintaining a safe and healthy environment. By reading the information presented in this report, you have taken the first step in becoming a partner in ensuring your own safety. It is only through everyone's cooperation and vigilance that Lassen Community College will remain a beautiful and safe environment to learn and work. The information contained in this report was prepared under the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act* {20 USC 1092 (f)}. This report presents a description of Lassen Community College's security and safety policies and crime statistics for the most recent calendar year and the two preceding years.

Student Right to Know links:

Retention, graduation, student diversity and much more information
The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education. For retention, graduation and other Right to Know information please visit NCES at http://nces.ed.gov/collegenavigator and type in Lassen Community College, California.

Equity in Athletics current data can be found on the web at
https://ope.ed.gov/athletics/#/institution/search. Once at this website type Lassen Community College in the city of Susanville to get to a link to our college data.

Placement and types of employment obtained
Lassen Community College Classes and Programs and their cost and employment information can be found at http://www.lassencollege.edu/academics/programs/Pages/Program-Costs.aspx.

The Lassen Community College "Gainful Employment Disclosure" spreadsheets can be downloaded from the bottom of this web page.

This report is divided into chapters around multiple themes;

CAMPUS ACCESS, DISCLOSURE OF CAMPUS SECURITY POLICIES WITH CRIME STATISTICS 4
- CAMPUS ACCESS 4
- CAMPUS CRIMINAL AUTHORITY AND JURISDICTION 4
- REPORTING OF CAMPUS CRIMINAL OFFENSES 5
- VOLUNTARY CONFIDENTIAL REPORTING 6
- REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS 6
- CONFIDENTIAL REPORTING OF CRIMINAL OFFENSES 6
- TIMELY WARNINGS 6
- SECURITY AWARENESS AND CRIME PREVENTION 7
- CRIMINAL ACTIVITY OFF CAMPUS 7

HEALTH AND SAFETY POLICIES 8
- BP 3550 – DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM 8
- BP 3570 – SMOKING ON CAMPUS 8
- BP 3430 – PROHIBITION OF DISCRIMINATION OR HARASSMENT 9
- AP 3435 – DISCRIMINATION AND HARASSMENT INVESTIGATIONS 10
- BP 3510 – WORKPLACE VIOLENCE PLAN 18
- BP 3515 – REPORTING OF CRIMES 18
- BP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS 18
- AP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS 19
- BP 3500 – CAMPUS SAFETY 23
- AP 3500 – CAMPUS SAFETY 23
- BP 3505 – EMERGENCY RESPONSE PLAN 24
- AP 3516 – REGISTERED SEX OFFENDER INFORMATION 24
- BP 3530 – WEAPONS ON CAMPUS 25

BUILDING EVACUATION PROCEDURE 26
- FACULTY RESPOSIBILITIES 26
- CLASSIFIED RESPONSIBILITIES 26
- SUPERVISORS, MAINTENANCE & CUSTODIAL (M&O) STAFF AND DESIGNEES 26
- SUPERINTENDENT/PRESIDENT OR DESIGNEE 26

CAMPUS EVACUATION PROCEDURES 27
- SUPERINTENDENT/PRESIDENT OR DESIGNEE 27
- CENTRAL COMMAND POST 27
- DESIGNATED COMMUNICATION LIAISONS 27
- EVENING CLASSES 27

LASSEN COMMUNITY COLLEGE REPORTED CRIME AND HATE STATISTICS 2019–2021 28

MISSING PERSONS REPORTING AND FIRE SAFETY STATISTICS 29
- RESIDENCE HALL FIRE SAFETY SYSTEMS 29
- FIRE SAFETY AND PREVENTION INFORMATION 29
- FIRE STATISTICS – ON-CAMPUS STUDENT HOUSING FACILITIES 30
- IF YOU DISCOVER A FIRE 30
- REPORTING OF CAMPUS FIRES 30
- ELECTRICAL SAFETY GUIDELINES 31
- PLANS FOR FUTURE IMPROVEMENT IN FIRE SAFETY 32
- MISSING PERSON PROCESS—STUDENT HOUSING 32
- RESIDENCE HALL HEALTH AND SAFETY INSPECTIONS 33
- SAFETY IN THE RESIDENCE HALL 33
- SMOKING/SMOKELESS TOBACCO IN THE DORMITORY 34

CAMPUS ACCESS, DISCLOSURE OF CAMPUS SECURITY POLICIES WITH CRIME STATISTICS

CAMPUS ACCESS

During normal business hours, and other scheduled instruction times, teaching facilities and the residence hall are open to students, parents, employees, contractors, guests, and invitees. During non-business hours and during extended closings access to college facilities is by key, if issued, or by admittance by authorized college personnel with prior approval such as a properly completed facility use request. The Victor Saint Marie Residence Hall is secured at all times. Each resident is issued a key, which provides access to their room and the southwest building entry. During extended breaks (holidays) the residence hall is secured 24/7 using locks not accessible to residents. Some District facilities may have individual hours which may vary at different times of year. Examples are the Sports Complex, Cafeteria, Bookstore, Admissions and Records and Academic Resource Center. In these cases, the facilities will be secured according to schedules developed by the area responsible for the facility. Key control performs a significant role in the security of the college. The Director of Facilities issues keys for authorized purposes only upon written administrative authorization as evidenced by a completed "Key Request" form. Lost keys shall be immediately reported to the Director of Facilities. Keys may not be duplicated or loaned. Keys are to be returned to the Director of Facilities when no longer needed or upon employment termination. Some areas on campus are equipped with 24/7 monitored security systems and video surveillance. Fire and security systems automatically contact the Police and Fire agencies when activated.

Safety and security are a priority in Sainte-Marie Hall. A Residence Hall Manager oversees a staff of trained student Resident Advisors to help assure a safe environment conducive to student life. Fire drills are run each semester and health room inspections are also scheduled at regular intervals. You can access housing information for Lassen College at: http://www.lassencollege.edu/campus-life/Pages/Residence-Hall.aspx

CAMPUS CRIMINAL AUTHORITY AND JURISDICTION

It is the policy of Lassen Community College that individuals have primary responsibility for ensuring their own security and that of their personal effects. District employees, students, and visitors are asked to help maintain a secure campus by locking windows and doors, desks, file cabinets, equipment, residence room doors and windows, and vehicles. The college employs a Director of Facilities who acts as a first-line responder for all security incidents, verifies lock down, and oversees facility use after hours and on weekends. The Susanville Police department has jurisdiction for crimes on the main campus and within the City of Susanville. The Lassen County Sheriff's department has jurisdiction for crimes within the county of Lassen but outside the city of Susanville. The Lassen Community College Director of Facilities maintains the required crime statistics, assists law enforcement when asked and has authority to issue parking tickets.

REPORTING OF CAMPUS CRIMINAL OFFENSES

Report all crimes immediately. To report a crime, contact one of the Campus Security Reporting Authorities listed below OR call 911

- if a person's safety is at risk OR
- if there is a medical emergency OR
- College property is currently being vandalized, a theft is occurring, a fire or other emergency of an unsafe nature is detected that threatens the immediate safety of any person on the college campus.

Report *crimes against district property* after the act of theft, vandalism, etc. to the

Director of Facilities: Office (530) 251-8889
Cell (530) 250-9822

*Crimes can also be reported online via our campus complaint and reporting link.

Report *crimes against persons* after the act of harassment, code of conduct violations, etc. to the

Vice President of Student Services: Office (530) 251-8823

*Crimes can also be reported online via our campus complaint and reporting link.

Report *crimes of an academic nature* such as discrimination in grading, faculty errors, fraud or bad faith, to the:

Vice President of Academic Services: Office (530) 251-8854
Dean of Instructional Services: Office (530)257-6181 x8960 / (530) 251-8839

*Crimes can also be reported online via our campus complaint and reporting link.

If you cannot reach the Campus Security Reporting Authorities listed above you can also report crimes to:

Vice President of Administrative Services: Office (530) 251-8826

Superintendent/President: Office (530)251-8820

IMPORTANT NOTICE:

- **For all crimes currently in process and if any person's immediate safety is in danger CALL 911.**
- **Report directly to 911 for immediate action when college property is being vandalized, a theft is in progress, a reported/observed fire, or there is a medical emergency or crime against any person in process.**
- **Lassen Community College relies on the security force of local police and sheriff personnel for immediate response.**

VOLUNTARY CONFIDENTIAL REPORTING

Confidential psychological or pastoral counseling sessions are considered privileged, and the holder of the privilege is the client. Crime information can be forwarded anonymously at the request of the client depending on the nature of the crime. Title IX incidents cannot remain confidential if disclosed to a Campus Security Reporting Authority. Any reporting of statistics to comply with the *Jeanne Clery Act* is done by reporting numbers and not names so the information provided by clients remains confidential. Psychological counseling services by a professionally trained and licensed psychological counselor are available to students through the college at (530)257-6181 x8902 or (530)249-9851. In emergency cases, call Lassen County Crisis Stabilization Unit at (888)530-8688. Any services should be arranged with counselors at the student's initiative.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Lassen Community College District receives criminal reports from the Campus Security Reporting Authorities, as well as the public and local law enforcement. The Report includes statistics for the previous three years concerning reported crimes that occurred; on-campus, or property owned or controlled by the Lassen Community College District; and on public property within, immediately adjacent to and accessible from, the campus (Highway 139 and Skyline Drive East). The report also includes institutional policies and procedures concerning campus security. You can view the annual Crime Statistics Report on page 25 of this report. A copy of this report can be obtained by contacting the Director of Facilities at (530)251-8889 or the Human Resource Department at (530)251-8811.

CONFIDENTIAL REPORTING OF CRIMINAL OFFENSES

If you are a victim of a crime and do not want to pursue action within the Lassen Community College District's Campus Security Reporting Authorities or the criminal justice system you may still want to consider making a confidential report. With your permission, the Campus Security Reporting Authorities can file a report on the details of the incident without revealing your identity depending on the nature of the crime. Title IX incidents cannot remain confidential if disclosed to a Campus Security Reporting Authority. The purpose of the confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

TIMELY WARNINGS

In the event a situation arises that the Lassen Community College District Administration believes constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through college e-mail, text message, and social media notices.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, warnings would be announced in every building, and through loud speakers in the gym, athletic fields and in the Ag/Rodeo complex. Our classrooms have phones for communication during emergencies and are used to broadcast messages via a speaker built into the phone during emergencies. When appropriate, notices will be posted on exterior bulletin boards, at every main entrance to college facilities and in the residence hall. The College Administration may also post notices on the college web site at: http://www.lassencollege.edu. Anyone with information warranting a timely warning should report

the circumstance to one of the college Administrators listed below;

Report situations *involving college property* after the act of theft, vandalism, etc. to:

Director of Facilities	Office	(530) 251-8889
	Cell	(530) 310-0489

*Situations can also be reported online via our campus complaint and reporting link.

Report situations *involving persons' behavior*, acts of harassment, code of conduct violations, etc. to:

Vice President of Student Services office	Office	(530) 251-8823

*Situations can also be reported online via our campus complaint and reporting link.

Report situations *involving an academic nature* such as discrimination in grading, faculty errors, fraud or bad faith, etc. to:

Vice President of Academic Services	Office	(530) 251-8854
Dean of Instructional Services	Office	(530) 257-6181 x8960 / (530) 251-8839

*Situations can also be reported online via our campus complaint and reporting link.

If you cannot reach the Campus Security Reporting Authorities above you may also report situations to:

Vice President of Administrative Services	Office	(530) 251-8826
Superintendent/President	Office	(530)251-8820
	Cell	(530) 310-0489

SECURITY AWARENESS AND CRIME PREVENTION

Escort Service

An escort service is available Monday through Friday evenings (after 5:00 pm) to the students, faculty, and staff of Lassen Community College. A request may be made to the Director of Facilities by calling 530-310-0489. One of our custodial staff will be assigned to escort staff, students or faculty to their desired on-campus destinations upon request.

CRIMINAL ACTIVITY OFF CAMPUS

Lassen Community College operates no off-campus housing or off-campus student organization facilities. The College does periodically conduct athletic activities at Memorial Park (baseball field) located at 500-1799 North St in Susanville, CA, and at the Lassen County Fairgrounds located at Fair Grounds Rd in Susanville, CA.

HEALTH AND SAFETY POLICIES

This section presents health and safety policies relevant to campus safety, security, and the well-being of students, staff, faculty, and the public. The Board policies listed hereafter are typically accompanied by Administrative Procedure that describe the specific actions to be taken to implement each policy.

- BP 3550 – Drug Free Environment And Drug Prevention Program
- BP 3570 – Smoking on Campus
- BP 3430 – Prohibition of Discrimination or Harassment
- AP 3435 – Discrimination and Harassment Investigations
- BP 3510 – Workplace Violence Plan
- BP 3515 – Reporting of Crimes
- BP 3540 – Sexual and Other Assaults on Campus
- AP 3540 – Sexual and Other Assaults on Campus
- BP 3500 – Campus Safety
- AP 3500 – Campus Safety
- BP 3505 –Emergency Response Plan
- AP 3516 – Registered Sex Offender Information
- BP 3530 – Weapons on Campus

BP 3550 – DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 Code of Federal Regulations (C.F.R.) Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Absolutely no alcohol or illegal use of controlled substances shall be allowed on campus or at events sponsored by the College. The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal The health risks associated with the use of illicit drugs and abuse of alcohol are published annually in the College Catalog. The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

BP 3570 – SMOKING ON CAMPUS

References: Government Code Sections 7596, 7597, and 7598; Labor Code Section 6404.5; Title 8 Section 5148

Lassen Community College District has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that smoking and the breathing of secondhand smoke, as well as the use of smokeless (chew) tobacco and exposure to tobacco spit constitute a significant health hazard. Effective implementation of the Lassen College Smoking and Tobacco Use

Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. Students, faculty, staff, and visitors are expected to comply with the provisions of the policy. To provide a safe and healthy environment in which to learn and work, smoking is prohibited in the areas included in AP 3570. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.

BP 3430 – PROHIBITION OF DISCRIMINATION OR HARASSMENT

References: Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~or~~ sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person with one or more of perceived or actual conditions.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall annually ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

Administrative procedures have been established to define harassment and to investigate and resolve complaints regarding harassment and to investigate and resolve complaints regarding harassment and unlawful discrimination, which shall be widely published and available to administrators, faculty, staff, and students. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

AP 3435 – DISCRIMINATION AND HARASSMENT INVESTIGATIONS

References:
Education Code Section 66281.5;
Government Code Section 12950.1;
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
34 Code of Federal Regulations (C.F.R.) Section 106.8(b)

These are the written procedures for filing and processing complaints of unlawful discrimination at Lassen Community College District. These procedures incorporate the legal principles contained in the non-discrimination policy of the district as well as the California Code of Regulations, Title 5, sections 59300 et seq., as well as other state and federal laws.

Filing a Timely Complaint

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages employees and students who believe they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

Communicating that the Conduct is Unwelcome

The District further encourages students and staff members to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Oversight of Complaint Procedure

Designated Officer

The Lassen Community College District has identified the Equal Opportunity Coordinator or designee ("COORDINATOR/designee") to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to and for

coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the COORDINATOR/designee or President/Superintendent is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees and students shall direct all complaints of unlawful discrimination to the COORDINATOR/designee.

The actual investigation of complaints may be assigned by the designated officer to other staff members or to outside persons or organizations under contract with the District. This shall occur whenever the designated officer is named in the complaint or implicated by the allegations in the complaint.

Definitions

The following definitions are applicable to this nondiscrimination regulation:

"Appeal" means a written request by a complainant made in writing to the Lassen Community College District Board of Trustees, and/or to the State Chancellor's Office, to review the administrative determination of the District regarding a complaint of discrimination.

"Complaint" means a written and signed statement alleging wrongful discrimination.

"Days" means calendar days.

"District" means any Lassen Community College District program or activity that is funded directly by the state or received financial assistance from the state or federal government.

"Mental disability" includes, but is not limited to, the following:

Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity.

"Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance abuse disorders resulting from the current unlawful use of controlled substances or other drugs.

"Physical disability" includes, but is not limited to, the following:

Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

Having one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

Limits a major life activity.

Any other health impairment not described in paragraph "a" that requires specialized support services.

Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph “a” or “b”, which is known to the District.

Being regarded or treated by the district as having, or having had, any physical condition that makes achievement of a major life activity difficult.

Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph “a” or “b”.

“Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

“Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in written form include but are not limited to: suggestive or obscene letters, notes, and invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

Continuing to express sexual interest after being informed that the interest is unwelcome.

Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying to or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.

Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

“Unlawful discrimination” means any complaint of unlawful discrimination based on a category protected by state of federal law, including sexual harassment and retaliation.

Informal Complaint Procedure
When a person brings charges of unlawful discrimination, the COORDINATOR/ designee is to take the following steps:

Undertake efforts to informally resolve the charges;

Advise the complainant that he/she need not participate in informal resolution;

Notify the person bringing the charges of his/her right to file a formal complaint and explain the procedure for doing so;

Assure the complaint that he/she will not be required to confront or work out problems with the person accused of unlawful discrimination;

If the complaint is employment related the complainant should also be advised that he/she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is with the agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the COORDINATOR/designee determines that investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint. However, any effort at informal resolution after the filing of written complaint will not extend or exceed the 90-day period for rendering the administrative determination as set forth more fully below.

In employment-related cases if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation and the matter will be resolved through the DFEH.

FORMAL WRITTEN COMPLAINT

Approved Form
If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the district and also at the State Chancellor's Office website.

The completed form must be filed with the COORDINATOR/designee or mailed directly to the State Chancellor's Office.

Minimum Requirements for Filing Formal Written Complaint
When a formal written complaint is filed it will be reviewed by the COORDINATOR/designee to determine if the complaint meets the following requirements:

The complaint must be filed on a form prescribed by the State Chancellor's Office

The complaint must allege unlawful discrimination as prohibited by the District's Non-discrimination policy

The complaint must be filed by one who alleges that he/she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his/her official capacity as a faculty or staff member or administrator.

In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will extended by no more than 90 days following the expiration of 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

If the complaint is defective the COORDINATOR/designee will be immediately return it to the complainant with a complete explanation in writing of why an investigation could not be initiated. [Title 5 Cal. Code of Regs. § 59328]

Notice to Accused
Once a complaint is filed the individual(s) accused of engaging in prohibited discriminatory conduct will be advised in writing by the COORDINATOR/designee of the filing of and general nature of the complaint. This will occur as soon as possible and appropriate under the circumstances. The COORDINATOR/ designee will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Confidentiality
Investigations will be conducted in a confidential manner. If a complainant insists that his/her name not be revealed, reasonable steps will be made to investigate and respond to the complainant consistent with the complainant's request so long as it does not jeopardize the rights of other students or employees.

However, complainants must understand that the persons who are accused of wrong doing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

Investigation of Formal Complaint

The District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible consistent with the requirements for a thorough investigation. No claim of workplace or academic harassment or discrimination shall remain unexamined. As set forth above, where the complainant opts for an informal resolution, the COORDINATOR/designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation.

The District will undertake its investigation promptly and swiftly as possible. Therefore within 90 days of receiving an unlawful discrimination complaint, the COORDINATOR/designee officer will complete the investigation. As part of the investigation, the COORDINATOR/designee or designee will insure that all available witnesses with relevant information, including those identified by the complainant, are interviewed. All interviews will be documented.

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

Upon completion of the investigation the COORDINATOR/designee will draft an investigation report that will include all information gathered as part of his/her investigation including documentation of interviews.

The investigation report will include a determination of probable cause as to whether discrimination occurred as to each allegation, a description of any corrective action that will be taken including preventative action and a proposed resolution. A copy of the investigation report will be provided to the Superintendent/President.

The complainant and the accused will be provided a summary of the investigation report.

The summary will include the following information:

The determination of the COORDINATOR/designee or his/her designee as to whether there is probably cause to believe discrimination occurred with respect to each allegation in the complaint;

A description of actions taken, if any, to prevent similar problems from occurring in the future;

The proposed resolution of the complaint; and

The complainant's right to appeal to the District Board of Trustees and the State Chancellor.

A copy of the report or summary will also be forwarded to the State Chancellor's Office.

Discipline and Corrective Action

If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. If discipline is imposed, the nature of the discipline will not be communicated to the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

Appeal Rights

An appeal means a request by the complainant made in writing to the Board of Trustees and/or to the State Chancellor's Office to review the administrative determination of the District. The Complainant is encouraged to provide all reasons/facts upon which the complainant believes the original determination by the District is incorrect.

Level 1: The complainant has the right to file an appeal to the District Board of Trustees within 15 days from the date of the administrative determination. The District's Board of Trustees will review the original complaint, the investigative report, the administrative determination and the appeal.

The Board of Trustees will issue a final decision in the matter within 45 days after receiving the appeal. Alternatively, the Board of Trustees may elect to take no action within 45 days, in which case the original administrative determination will be deemed to be affirmed and shall become the final decision in the matter. A copy of the final decision rendered by the District's Board of Trustees will be forwarded to the complainant and the State Chancellor's Office.

Level 2: The complainant has the right to file an appeal with the State Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Board of Trustees issues the final District decision. The appeal must be accompanied by a copy of the decision of the Board of Trustees; or, if no response was received from the Board of Trustees, then evidence showing the date on which the complainant filed an appeal with the Board of Trustees, and a statement under penalty of perjury that no response was received from the Board of Trustees within 45 days from that date.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will be provided to all students, faculty members, members of the administrative staff, and members of the support staff and will be posted on campus.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's Catalog, Schedule of Classes, and orientation materials for new students.

Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Training of all staff will be conducted. Training for academic staff should emphasize environmental harassment in the classroom.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually.

The student training or informational services shall include an explanation of the policy, how it works, and how to file a complaint.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the district's potential liability, or that they did not understand the policy and desire further training.

BP 3510 – WORKPLACE VIOLENCE PLAN

References: Cal/OSHA: Labor Code Sections 6300 et seq.; 8 California Code Regulations Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8); Penal Code Sections 273.6 and 12021

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

BP 3515 – REPORTING OF CRIMES

Reference: Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the Director of Facilities and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

BP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

References: Education Code Section 67382 and 67385; 20 U.S. Code Section 1092(f); 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46.

AP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:
Education Code Section 67385;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization is a violation of District policies and regulations and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 titled Standards of Student Conduct)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other, or others, to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual

activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 Reporting of Crimes).

All students, faculty members, or staff members who allege they are the victims of ~~a~~ domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Human Resources office, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Chief Business Officer is authorized to release such information.

The Human Resources Director shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following, upon request:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;
- A list of personnel on campus who should be notified of the assault and procedures for such notification, if the alleged victim consents: Superintendent/President, Chief Business Officer, Chief Instructional Officer, and Chief Student Services Officer.
- A description of available services and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
    - transportation to a hospital, if necessary
    - counseling or referral to a counseling center
    - notice to the police, if desired and
    - a list of other available campus resources or appropriate off-campus resources (please refer to the Human Resources website)
- A description of each of the following procedures:
    - criminal prosecution
    - civil prosecution (i.e., lawsuit)
    - District disciplinary procedures, both student and employee
    - modification of class schedules and
    - tutoring, if necessary

The District will investigate all complaints alleging sexual assault under the procedures for sexual

harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. The District will use the preponderance of evidence standard (more likely than not that a violation of policy occurred) in evaluating the conclusion of the complaint.

All alleged victims of domestic violence, dating violence, sexual assault or stalking on District property shall be kept informed, through the Human Resources Office and the Student Services Office of any ongoing investigation. Information shall include the status of any student of employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health and safety of any other person at risk.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew, or reasonably should have known, that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, or third-party reporter of domestic violence, dating violence, sexual assault or stalking on District property, as defined above, in confidence unless the alleged victim witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on District property shall be referred to the District's Superintendent/President, or designee, which shall work with the Human Resources office to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The

statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offense, domestic violence, dating violence, or stalking.

- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported

- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests

- Information for students about existing on and off-campus counseling, mental health, or other student services for victims of sex offenses

- Notice to students that the campus will change a victim's academic living, transportation, and/or working situations after an alleged domestic violence, dating violence, sex offense or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available

- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:

    - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and

    - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense or stalking and any sanction that is imposed against the accused

- Procedures for response to stranger and non-stranger violence.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses, domestic violence, dating violence or stalking.

Education and Prevention Information

The Human Resources Office shall:

- Provide, as part of each campus' established on-campus orientation program, education, and prevention information about domestic violence, dating violence, sexual assault or stalking. The information shall be developed in collaboration with campus-based and

community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

BP 3500 – CAMPUS SAFETY

Reference: Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

AP 3500 – CAMPUS SAFETY

References: Education Code Sections 212, 67380, and 87014; Penal Code Section 245;
20 U.S. Code Sections 1232g and 1292(f); 34 Code of Federal Regulations (C.F.R.) 668.46;
34 Code of Federal Regulations (C.F.R.) 99.31(a)(13) and (14); Campus Security Act of 1990

A campus safety plan shall be developed and provided to students via the Campus Safety Procedures and Guidelines Brochure

The Director of Facilities prepares and annually updates a report of all occurrences reported to campus personnel of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.
Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" includes domestic violence, dating violence and stalking.

BP 3505 – EMERGENCY RESPONSE PLAN

References: Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations (CCR) Sections 2400-2450

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
- Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

AP 3516 – REGISTERED SEX OFFENDER INFORMATION

References: Penal Code Sections 290, 290.01, and 290.95;
34 Code of Federal Regulations (C.F.R.) 668;
Campus Sex Crimes Prevention Act 42 U.S. Code Section 14071j;
20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees,

contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

1. would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or

2. would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at the City of Susanville Police Department 530.257.5603.

Information concerning registered sex offenders can be obtained from the City of Susanville Police Department 530.257.5603.

BP 3530 – WEAPONS ON CAMPUS

References: Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

BUILDING EVACUATION PROCEDURE

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location of the evacuation zone for your building. Should such a situation occur, the fire alarm horns and strobe lights will be activated and you will need to do the following:

FACULTY RESPOSIBILITIES

Faculty are to insure that students immediately leave the classroom and building with their personal property (e.g., backpacks, briefcases, etc.). Faculty are to direct students to proceed to the nearest evacuation zone, which is the **South** side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. Faculty are to lock their assigned classrooms and leave the building immediately preceding to the South side of the building waiting for further direction from designated communication liaisons.

CLASSIFIED RESPONSIBILITIES

Classified staff are responsible for locking their offices and immediately leaving the building with their personal property (e.g., purse, briefcases, etc.) proceeding to the nearest evacuation zone, which is the **South** side of the building clear of hazards i.e. trees, light poles, possible falling materials from buildings, roadways, emergency vehicles etc. There they will wait for further direction from designated communication liaisons.

SUPERVISORS, MAINTENANCE & CUSTODIAL (M&O) STAFF AND DESIGNEES

Supervisors, M&O staff and designees shall standby to render assistance to first responders if called upon. All exterior doors are to remain unlocked and a confirmation radioed to the central command post that each building has been evacuated. Supervisors, M&O staff, and designees will then be directed to provide other support or to report to specific evacuation areas where they will act as designated communication liaisons between the central command post, faculty, staff, and students.

SUPERINTENDENT/PRESIDENT OR DESIGNEE

The Superintendent/President or designee will provide further direction via the central command post and will determine if it is safe to return to the buildings. This information will be radioed to designated communication liaisons.

If it is not safe to return to the buildings the designated communication liaisons will be contacted to follow the procedures outlined in the section for Campus Evacuation.

CAMPUS EVACUATION PROCEDURES

In the event of an emergency in which campus buildings have been evacuated, it may be necessary to immediately evacuate the campus as well. Should such a situation occur the following procedures will go into effect.

SUPERINTENDENT/PRESIDENT OR DESIGNEE

The Superintendent/President or Designee will direct the central command post to coordinate the evacuation of the campus.

CENTRAL COMMAND POST

The central command post located in the Superintendent/President's office will contact each designated communication liaisons that their evacuation zone is to leave the campus. This notification will be done sequentially in order to avoid traffic jams by those exiting the campus.

DESIGNATED COMMUNICATION LIAISONS

The designated communication liaisons will radio the central command post that their zone has been evacuated and then report to the location of the central command post for final directions. The Superintendent/President or designee will provide further direction via the central command post:

- If it is safe to return to the buildings, the designated communication liaisons will be notified via two-way radio.

- If it is not safe to return to the buildings, the designated communication liaisons will be contacted and given direction from the Superintendent/President or designee.

EVENING CLASSES

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate a building or all campus buildings. If this should occur, the Superintendent/President or designee shall make the decision to evacuate. The Superintendent/President or designee will notify those individuals who make up the central command post to assist in evacuation efforts.

LASSEN COMMUNITY COLLEGE REPORTED CRIME AND HATE STATISTICS 2023–2025

Offense	Year	On campus Property	Residential Housing	Public Property
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Manslaughter By Negligence	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Rape	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Fondling	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Incest	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Statutory Rape	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Hate Crimes	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Robbery	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Aggravated Assault	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Burglary	2023	0	0	0
	2024	1	0	0
	2025	0	0	0
Motor Vehicle Theft (Does Not Include Theft From Motor Vehicle)	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Arson	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Domestic Violence	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Dating Violence	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Stalking	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Illegal Weapons Possession	2023	0	0	0
	2024	0	0	0
	2025	0	0	0
Liquor Law Violations	2023	3	0	0
	2024	2	0	0
	2025	4	0	0
Drug Abuse Violations	2023	4	0	0
	2024	0	0	0
	2025	0	0	0

MISSING PERSONS REPORTING AND FIRE SAFETY STATISTICS

RESIDENCE HALL FIRE SAFETY SYSTEMS

Each room in the residence hall is equipped with a working smoke detector. All hallways and common areas are also equipped with smoke detection apparatus and fire extinguishers. All areas of the residence hall are equipped with automatic sprinklers for fire suppression. All of these systems are regularly inspected and maintained according to applicable fire code and laws. Records of these inspections are available by contacting the Director of Facilities at (530)310-0489.

FIRE SAFETY AND PREVENTION INFORMATION

The following information is contained in the Student Handbook which is provided to each student at orientation.

Emergency Procedures -- Because each life is precious, any resident not following these safety guidelines at all times may face immediate eviction. We each share responsibility in maintaining a safe environment. A copy of this information will be provided in the Resident Handbook given to each resident at check-in.

Fire Prevention -- Preventing fires is everyone's responsibility, as literally hundreds of lives are at stake if we do not use proper judgment.
Everyone's cooperation is needed.

A few basic rules to remember include:

1. Be certain the smoke detector in your room is always in good working order. It could save your life. Never cover the smoke detector.
2. Never smoke or burn any object (such as incense or candles) in, on, or near student housing buildings. Smoking of a cigarette is only allowed outside. Smokers are expected to use the proper receptacle for putting out and disposing of cigarette debris. Do not toss cigarettes into trashcans or onto the ground.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a $500.00 fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with a cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits.
7. No matter how many false alarms may occur in the facility, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible to cooperate with staff and evacuate the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in

disciplinary action.

8. After leaving the building, keep a safe distance away from it and do not interfere with housing staff or Emergency Personnel Operations.
9. Return to the building only after being told that it is safe to do so. Do not re-enter the building when you hear the alarm stop, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a housing staff or Emergency Personnel or hear/see an announcement on the campus mass communication system, public address system or electronic reader boards.
10. If smoke does enter your room, open a window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
11. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
12. Above all, do not panic. The Susanville Fire Department is familiar with campus residential hall and will be on the scene in minutes.

FIRE STATISTICS – ON-CAMPUS STUDENT HOUSING FACILITIES

Lassen Community College Student Housing Victor St. Marie Residence Hall
478-200 Hwy 139, Susanville, CA 96130

OFFENSE	Year	On campus Property	Residential Housing	Public Property
Annual Fire Safety Report Fires in Residence Housing	**2023**	**0**	**0**	**0**
	2024	**0**	**0**	**0**
	2025	**0**	**0**	**0**
Fire Safety Drills	**2024**		**10**	
	2025		**10**	

IF YOU DISCOVER A FIRE:

Call 911 and report the location of the fire from outside the building.

REPORTING OF CAMPUS FIRES

Report all fires immediately. To report a fire call 911 and then contact one of the Campus Security Reporting Authorities listed below:

Security	Cell	(530) 310-0489
Director of Facilities	Office	(530) 251-8889
	Cell	(530) 310-0489
Vice President of Student Services	Office	(530) 251-8823
Vice President of Administrative Services	Office	(530) 251-8826

Superintendent/President	Office (530) 251-8820 Cell (530) 310-0489

If you cannot reach the Campus Security Reporting Authorities listed above, you can also report crimes to:

Residential Manager Office: (530)251-8879

Vice President of Academic Services Office: (530)251-8854

Dean of Instructional Services Office (530)257-6181 x8960 / (530) 251-8839

IMPORTANT NOTICE:

- **In case of fire call 911.**
- **Report directly to 911 for immediate action when college property is being vandalized, a theft is in progress, a reported/observed fire, or there is a medical emergency or crime against any person in process.**
- **Lassen Community College relies on the security force of local fire personnel for immediate response.**

1. Evacuate the residence hall. Getting out safely is the main priority.
2. Grab your identification and a cell phone if it is possible to do so quickly. Do not pack. Leave all other belongings behind and exit the building in a prompt manner.
3. Proceed at least 500 feet away from the buildings and meet at the opposite end of the emergency (either the cafeteria or math/science building). Do not leave the housing area unless directed by staff, police or fire authorities.
4. Contact your roommates. Report any missing or injured persons to a Resident Assistant.
5. Do not re-enter the building until the proper authorities have given permission.

ELECTRICAL SAFETY GUIDELINES

In an effort to promote fire safety, each resident must abide by the following regulations:

1. Only UL listed electrical products are allowed in the building.
2. Only 3-prong grounded multi-plug adapters / power strips are allowed.
3. No multi-plug adapters or surge protectors are allowed in the bathroom under any condition.
4. Papers, clothing, and all combustible material are to be kept away from adapters, outlets, cords and power strips.
5. All extension cords must be 3-prong grounded cords and no longer than 6 ft. in length.
6. No additional lighting (decorative or other) is allowed in the bathroom at any time.

7. Electrical items used in bathrooms must be unplugged when not in use. This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug.
8. Hair dryers draw a lot of electricity and should only be used in the bathroom.
9. No type of cooking or food/beverage warming device/appliance is allowed other than a microwave. No device is allowed that has a heating element.
10. The outlets are not designed to support such devices.
11. If you have an additional lamp in your room, the light bulb must have a shade over the bulb at all times. This shade must be store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must be kept away from the light bulb and the cord at all times.
12. Do not operate too many electrical items off any single outlet (no more than 1000 watts).
13. No smoke detector or sprinklers shall be covered or obstructed in any manner.
14. If a detector is covered or obstructed in any manner, the resident(s) of the room will face discipline and/or eviction. The smoke detectors are an important safety item.
15. Nothing shall be mounted from the ceiling or from the smoke detector.
16. Anyone tampering with any fire equipment (including fire exits) will face eviction and legal penalties.
17. Personal fans should not be left on when no one is in the room/bathroom.
18. You are responsible to report cracked outlet/switch plate covers to the Housing staff immediately.
19. You are responsible to report cracked, broken or missing room light covers immediately.

PLANS FOR FUTURE IMPROVEMENT IN FIRE SAFETY

We will be expanding our program of fire safety education and training for dormitory residents.

MISSING PERSON PROCESS—STUDENT HOUSING

Lassen Community College has a student housing complex located on the main campus. Security for residents and facilities are the responsibility of the residential staff of the college supported by the Susanville Police Department. Lassen Community College does not have a security staff and College and Student Housing calls for service are responded to by local police officers and designated campus administrators. If a resident living in the campus residential facility has not been seen on campus or within the housing complex for more than 24 hours and acquaintances do not know where the student may be, the Residential Manager should be notified. Residents under the age of 18 will have their parent(s) or guardian(s), if not emancipated, notified if they are determined missing for more than 24 hours. Law enforcement will be notified for any resident missing for more than 24 hours. If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Susanville Police Department and 911 should be notified. If desired, students

will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the Residential Manager discretion, in addition to a confidential contact, the Vice President of Student Services reserves the right to contact a parent and/or guardian. It is the resident's responsibility to promptly report changes to their contact information. Information about campus safety and incidents is shared between the Residential Manager and other appropriate administrators who document crime, fire and other safety issues for the college.

RESIDENCE HALL HEALTH AND SAFETY INSPECTIONS

Routine maintenance needs to be completed several times per semester (approx. every 6-8 weeks). A 24-hour notice will be posted to obtain entry into units for general repair and check smoke detectors. We encourage residents to be present, however if no residents are present a staff member will use their key to obtain entry. Upon entry, all violations will be reported to the housing office.

SAFETY IN THE RESIDENCE HALL

In order to maintain a safe environment for all students, the following rules are strictly enforced.

Possession of a firearm on the grounds of any community college is a felony, punishable by imprisonment in the State prison for one to three years.

Firearms, hunting knives, ammunition, bows and arrows, air rifles, paint ball markers, pellet and BB guns, martial arts equipment, fireworks and explosives are not permitted on College property. (Penal Code, Section 626.9, AB2998, Chapter 854). Arrangements have been made with the Susanville Police Department for storage of hunting weapons. Please see the Residence Hall Supervisors to make arrangements for storage.

Firefighting and fire detection equipment may not be disturbed except in case of a fire. This includes smoke detectors. It is a felony to tamper with fire extinguishers. (Penal Code, Section 148.4) Removal of door signs is a fire safety issue; punishable by fine, campus conduct action, and legal consequences.

Any knife other than a pocket knife (with a blade less than 2.5 inches when opened) is not allowed.

Candles or incense are not permitted in student rooms, not even as decorations. A fine of $50 and conduct charges will be imposed for the first offense.

No one is permitted on the rooftops.

Window screens may not be slid open in their tracks or removed for any reason. Residents

will be charged for repairs and/or replacement along with sanctions for unauthorized removal of screens.

Students throwing any object from a window are displaying inappropriate behavior. This kind of behavior can be very dangerous, and students breaking this policy are subject to disciplinary action.

Animals are not allowed on campus or in the Residence Hall. Students may have non-predatory fish in tanks up to 20 gallons only. No amphibians or reptiles are permitted.

Vehicles / tools that use combustible fuel are not allowed in any area of the Residence Hall. Bicycles may not be ridden in the buildings. Roller skates, skateboards, and roller blades are not to be used inside the Residence Hall.

ANY ACTION, which could result in harm to another student is potential grounds for removal from the Residence Hall. These include sports in the hall, rough housing, and water/snow fighting, as well as propping exterior doors.

For your safety and security, it is recommended that you lock bottom floor windows at night and when you leave your room. Lassen College is not responsible for the loss or theft of personal belongings.

SMOKING/SMOKELESS TOBACCO IN THE DORMITORY

Smoking is NOT permitted anywhere inside the Residence Hall. Smokeless tobacco is not permitted in common areas of the dormitory.

Any and all “spitters” must be emptied before being disposed of in an appropriate refuse receptacle.

Lassen Community College | Main Campus

LCC
LASSEN COMMUNITY COLLEGE

#LCCSuccess
#StartHereSucceedAnywhere

530.257.6181 | www.lassencollege.edu

478-200 Hwy 139, P.O. Box 3000, Susanville, CA 96130

1. **Bus Stop**
   a. Get your FREE student bus pass @ BaseCamp (Building 2/ CA)

2. **Creative Arts (CA)**
   a. Cougar Cupboard
   b. DSPS Lab
   c. BaseCamp
   d. Summit Room
   e. Student Help Desk
   i. EOP&S
   ii. CalWorks
   iii. CARE
   iv. Kinship

3. **Boardroom**

4. **Residence Hall**
   a. Recreation Room

5. **Humanities (HU)**
   a. Library/ Learning Center/ English Writing Lab/ Tutoring
   b. Distance Learning Center HU 206.
   c. Adult Education HU 211
   d. IT Department
   e. Tech Center/ TECC

6. **Math/Science (MS)**
   a. Math Lab

7. **Academic Services/ Administration**

8. **Student Quad**

9. **Business Office**
   a. Student Accounts
   b. Human Resources
   c. Meal Plans

10. **Cougar Café**

11. **Admissions/ Student Services/ Voc Tech (VT)**
    a. Counseling
    b. Career & Transfer Center
    c. Financial Aid
    d. Admissions

12. **Gunsmithing**

13. **Correspondence Office**

14. **Storage**

15. **"M" Building**

16. **Storage**

17. **Child Development Center (CDC)**

18. **Shipping & Receiving/ Maintenance**
    a. Dorm Residence Mailing Center

19. **Trades (TR)**
    a. Agriculture
    b. Welding
    c. Automotive

20. **Sports Complex**

21. **Athletic Offices**

22. **Practice Soccer Field**

23. **Softball Field**

24. **Soccer Field/ Track**

25. **Storage/ Co Gen**

26. **Agriculture / Equine Complex**
    A. Ag Barn
    B. Livestock Pens/Stalls/Trailer Parking
    C. Practice Arena/ Round Pens
    D. Equestrian Stalls
    E. Rodeo Arena

SECURITY: 530-310-0489

Campus Safety and Security Survey

Completion Certificate

The Campus Safety and Security data for

Lassen Community College (117274)

were completed and locked on **September 21, 2026**.

Thank you for your participation in the data collection.

This certificate was prepared on **September 21, 2026**